

COMMUNITY AFFAIRS SPECIALIST

POSITION VISION

Responsible for the coordination and implementation of informational programs designed for community and citizen awareness. Provides oversight on the materials, scheduling, set-up and all coordination for crime prevention, safety, and community relations programs.

ESSENTIAL FUNCTIONS

- Facilitates and coordinates the twice-yearly Citizens Academy for citizens, and the one-week Teen Academy for high school students who want to learn about the different facets of Police work. Selects attendees; notifies, schedules, and coordinates speakers, and graduation ceremony.
- Prepares materials, coordinates attendance, schedules rooms, and serves as an instructor for Self-Awareness classes
- Assists in the presentation of the City's Block Watch Program to neighborhoods and facilitates Block Watch Meetings.
- Coordinates the Behind the Badge Video which includes script writing, camera operation, editing, visuals, and coordination of speakers.
- Oversees the coordination of various public events including Public Safety Day, Teddy Bear Picnic, Chiefs Award Ceremony, and Clowning presentations.
- Performs various special projects in providing assistance and support to other team members with projects including GAIN, Crime-Free Housing, etc.

QUALIFICATIONS

Requires a high school diploma or G.E.D.; college course work in communications, public affairs, or criminal justice is preferred. A minimum of two years experience in law enforcement. Experience with event coordination, communication plans, and script writing is desirable. Excellent oral and written communication skills are critical; must have the ability to speak in front of large groups or neighborhood associations. Requires the ability to produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar. Enters information into a PC or other keyboard device requiring repetitive arm, hand and eye movements and coordination; operate a telephone, copy machine, facsimile, calculator and other standard office equipment. Must be able to stand for long periods of time and lift objects up to 50lbs in weight. Requires the ability to develop effective working relationships with City officials, City staff and citizens. Must possess a shared commitment to quality in everyday work and to continuous learning and improvement. Must be able to work effectively in a team environment. Attendance and punctuality are essential to this position.

STATUS: CLASSIFIED

DEPARTMENT: POLICE